



**BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(Personnel Branch)**

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001

No: BSNLCO-PERB/19(12)/1/2020-PERS1

dated 15 .04.2021

To,

All Heads of Telecom Circles/Metro Districts & Other Administrative Units
All GMs/PGMs of BSNL CO New Delhi
Bharat Sanchar Nigam Limited.

Subject: - Implementation of Online Transfer Portal (OTP) in BSNL-Reg

Reference: -This office letter No BSNLCO-PER1/20(11)/3/2020-PERS1 dated 25.03.2021

This is in continuation of this office letter under reference, vide which it was communicated that in future only online applications for inter circle transfer of executives (SDE and above of all streams) having all India liabilities will be obtained through **OTP**.

Accordingly, the window for online Module for transfer applications for 1st quarter is being opened from **16th April 2021 to 30th April 2021**. The following important points may please be noted.

1. Online transfer request will be submitted through employee's own ESS login ID & Password, thus he/she will be solely responsible for the particulars filled by him/her in his/her application. Any justification, in respect of usage of his/her Login ID & Password by any other person, will not be entertained.
2. After submission of online transfer request application, applicant can view the status (i.e. Pending, Approved, Rejected) of his/her application through ESS.
3. Applicant can withdraw his/her transfer request application any time after submission but only during "Pending" status of the application.
4. It may be noted that orders issued by BSNLCO on the basis of requests submitted by employees shall not be cancelled under any circumstances. Therefore, the employees should be careful while submitting the request application for transfer.
5. No manual applications for transfer shall be considered.
6. Requests from executives, who are already under transfer by BSNLCO or not completed tenure as prescribed in the Transfer Policy, shall not be entertained.


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7. Any request application for request transfer from Territorial Circle to Non Territorial Circle or from Non Territorial Circle to Territorial Circle for same station shall not be considered normally. However, if executive is ready for change of station, it may be considered by BSNLCO.
8. Once an application is submitted / processed and it attains its finality i.e. rejected/approved by BSNLCO in a quarter, then employee shall not submit the application for the same cause and stations in the subsequent quarter.
9. The discretion of the management regarding rejection/acceptance of request will be final and no employee should approach management through any political channel.
10. Officers completing their hard/soft tenure (declared) in the 1st/ 2nd quarter should also submit applications for transfer. The transfer orders in respect of the officers completing their tenure in April 2021 has already been issued by BSNLCO.
11. The details of T codes for forwarding the inter circle online transfer applications is given in Annexure-I.
12. Authorization of necessary T codes has already been granted to the BA Head and GM (HR) Circle office (as per the details supplied by circles) by ERP Centre Ghaziabad.

This issue with the approval of competent authority.

Encl: As above


(O.N Tiwary)
Jt. GM (Pers-SM) 15/04/21
BSNL CO, New Delhi

Copy to:-

1. The PGM (ERP) for information &n/a pl.

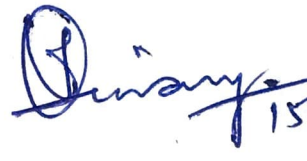
Annexure-I

1. **ZHR_OTA_FWD:-** This T code shall be used by BA Head to forward the online transfer applications of all executives (*including himself, in case he/she apply for transfer*) working under his/her jurisdictions. The applications forwarded by the BA head shall automatically go to the SAP login of GM (HR) of Circle office.

The GM (HR) Circle office shall also execute the same T codes for forwarding the applications of executives posted at Circle office.

2. **ZHR_APPROVE:-**This T Code shall be used by GM (HR) Circle office, to forward all online transfer applications received from BA, and Circle office (*after being forwarded through T Code "ZHR OTA FWD" executed at BA level and circle office*) to BSNL CO New Delhi after obtaining due approval from CGMT.

The applications forwarded by Circle office through T code "**ZHR_APPROVE**" shall come directly to SAP login of PGM (Pers.) BSNL CO New Delhi for further n/a.


15/04/21